

DoD Civilian Acquisition Workforce Personnel Demonstration Project Program Office

Pay Pool Administrator Advisory 2014-13

Issue Date: November 6, 2014

Topic: Mandatory Objectives Available for Contribution Planning

Discussion: The option to assign mandatory objectives in the Contribution Planning module is a new feature released this week. Mandatory Objectives is a separate textbox with a 6,000 character limit. Mandatory DoD-wide or Component-directed mandatory objectives maybe assigned to specified employees by the supervisor and documented in this section.

Action: Advise your pay pool managers that the mandatory objectives feature in the Contribution Planning module in CAS2Net is operational. If your pay pool will use this option, click on Data Maintenance on the Pay Pool Administrator Menu in CAS2Net, select Maintain Pay Pool, and click on the radio button for "Yes" on the next webpage to turn on the feature and Update.

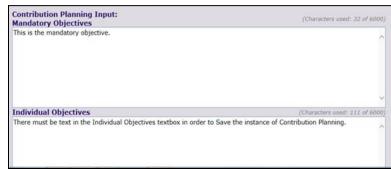




Advise the supervisors that:

1) The supervisor must be the user to populate the Mandatory Objectives textbox. The Mandatory Objectives are read-only to employees. They may not edit or enter any input in the Mandatory Objectives textbox.

- 2) Text must be in the Individual Objectives textbox in order to save text in the Mandatory Objectives textbox.
- 3) As before, Individual Objectives may be entered and edited by the employee or the supervisor until the supervisor indicates Contribution Planning is complete by selecting method and date of communication.



NOTE: If the pay pool administrator does not select "Yes" to turn this Mandatory Objectives feature on, then users will only see the Individual Objectives textbox on the Contribution Planning webpage.